



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## **EXHIBIT 3 - STAFF REPORT**

**DATE:** December 28, 2018  
**TO:** Historic Landmarks Committee Members  
**FROM:** Chuck Darnell, Senior Planner  
**SUBJECT:** HL 5-18 / DDR 4-18 – Alteration and Downtown Design Review Requests - 711 NE 3<sup>rd</sup> Street

---

### **Report in Brief:**

This is the consideration of a Certificate of Approval for exterior alterations to a historic building located at 711 NE 3<sup>rd</sup> Street. The subject property is included in the Downtown Historic District that is listed on the National Register of Historic Places, and is classified as a Secondary Significant Contributing property in the Downtown Historic District.

The applicant is requesting that the Historic Landmarks Committee approve a Certificate of Approval to allow for the alteration of the historic landmark, and also approve a Downtown Design Review application to ensure that the proposed alterations are consistent with the Downtown Design Standards and Guidelines.

A Certificate of Approval is a decision issued by the Historic Landmarks Committee to approve the alteration, demolition or moving of a historic resource or landmark. A Certificate of Approval is also required for the alteration, demolition, or moving of a historic building that is listed on the National Register of Historic Places.

An alteration is the addition to, removal of, removal from, or physical modification and/or repair of any exterior part or portion of an historic resource that results in a change in design, materials or appearance. Painting, reroofing, and general repairs are not alterations when the new materials and/or colors match those already in use.

Historic resources are any site, structure, building, district, or object that is included on the Historic Resources Inventory and a Distinctive Resource is considered outstanding for architectural or historic reasons and potentially worthy of nomination to the National Register of Historic Places.

### **Background:**

Denny Elmer, with C.S. Property Holdings, submitted a Certificate of Approval application and Downtown Design Review application to request exterior alterations to a two story building in the Downtown Historic District. The subject property is located at 711 NE 3<sup>rd</sup> Street, and is more specifically described as Tax Lot 5200, Section 21BD, T. 4 S., R. 4 W., W.M.

---

#### *Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications*  
*Decision Documents for Application HL 5-18 and Application DDR 4-18*

The building is listed on the National Register of Historic Places as a Secondary Significant Contributing property in the Downtown Historic District, and is commonly known as the Douglas Hotel Building. The building is also listed on the McMinnville Historic Resources Inventory as a Significant resource (Resource B884), which is the highest classification on the local inventory.

The historic designation for this particular historic resource is associated with the location of the property within the Downtown Historic District that is listed on the National Register of Historic Places. The building is classified as a secondary significant contributing property in the historic district. The statement of historical significance and description of the property, as described in the nomination of the Downtown Historic District, is as follows:

This is a rectangular two-story stuccoed concrete building which sits facing south on the corner of Galloway and Third Street. There is a low pediment in the middle and at the corner of the parapet on both facades. There is a projecting stucco beltcourse below the parapet and another between the stories on both the south and west elevations. Second floor windows are one over one double-hung wood sash in two sizes with stucco sills. Third Street façade is divided into five bays with stucco pilasters and small raised diamond shapes at the top of each pier. The two easternmost bays on the ground floor of the Third Street façade have been filled in with stucco and cement block (including transoms and storefronts), with only a recessed doorway remaining. The storefront at the westernmost end has been cut away so the door is on the corner and a newer metal post supports the corner. This storefront has aluminum frame plate glass windows which extend one bay on the south façade, and a wood and glass door. Bulkheads are contemporary face brick. The remaining bays have aluminum frame plate glass windows and wood frame glass doors. A series of three fixed six-light wood frame windows with cement sills are located at mezzanine level on the south façade. To the north of the cut away storefront is a bay containing three wood fixed six-light windows set in recessed arched panels (directly below mezzanine windows). The next bay to the north contains a wood frame plate glass window and door. The northernmost bay has a wood frame glass door with a transom which leads to the second floor.

This building was originally known as the Eggleston Block, according to a newspaper article in the Oregonian dated March 27, 1926. The article stated:

“The new structure, known as the Eggleston block is built of reinforced concrete, has a frontage of 120 feet and is 100 feet in depth. The cost of the building and the property on which it is located is placed at \$50,000.

The principal tenant of the new building is Hotel Bays, which occupies the entire second floor and has lobby space downstairs. Other tenants are the As You Like It Café, the Ora Allen Hudson-Essex Agency, the First Motor Company, the Oakland-Pontiac agency, the Terminal Confectionary, and the terminal for the stage lines into McMinnville.”

The Eggleston Block was designed by architect O.S. Combs, and A.F. Arthur was the general contractor. This building replaced a wooden hotel, the Commercial Hotel, on this site which was destroyed by fire. The owners of the Commercial Hotel and the Eggleston Block were Mrs. Claudia Kimball and Blanche Eggleston, both of Portland.

The statement of historical significance and description of the property, as described in the Historic Resources Inventory sheet, is as follows:

---

*Attachments:*

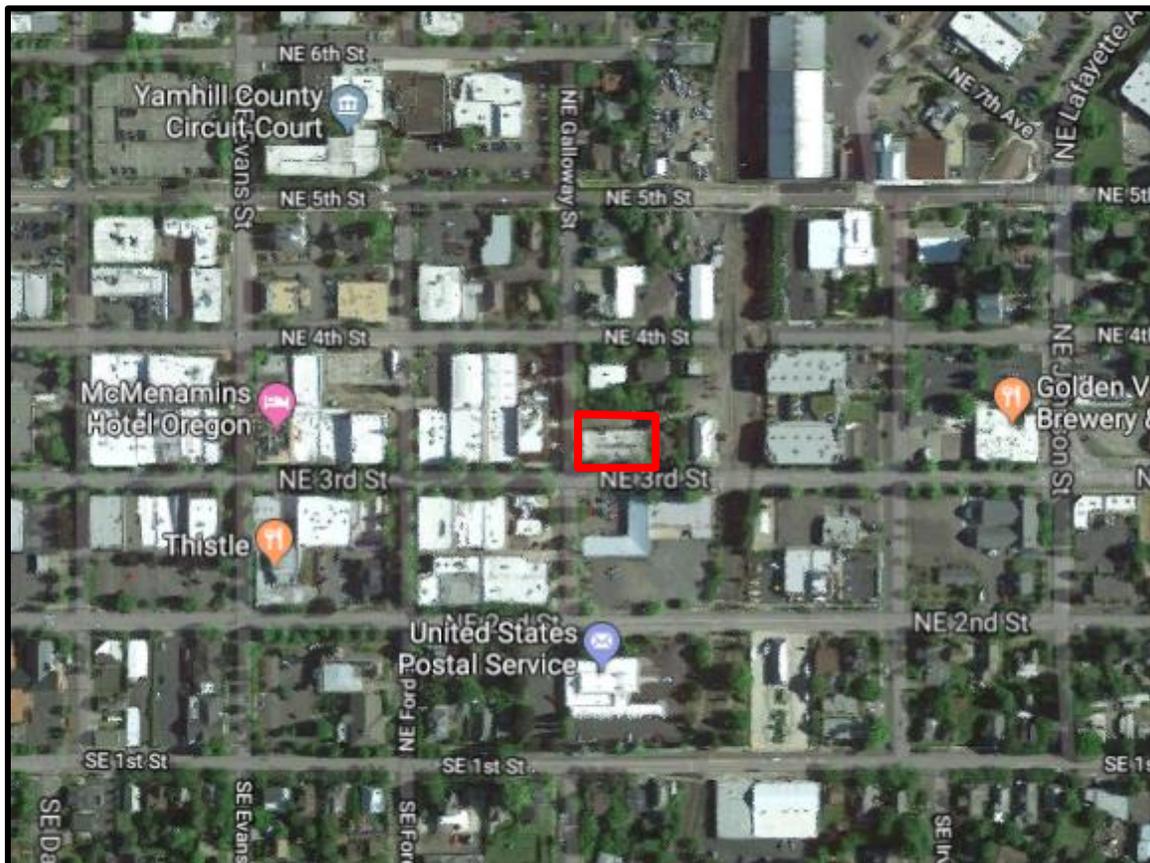
*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

The Douglas Hotel is a rectangular two story stuccoed concrete structure facing south on the corner of Galloway and Third Streets. A flat roof is concealed by a shallow parapet wall which has low pitched gable like projections at intervals for ornament. There is a molded stucco belt course beneath the parapet and another between the stories on the south and west elevations. Fenestration is irregular; most windows are one over one double hung sash of varying sizes. Six lighted casement windows appear on the west elevation; three are set in arches. The three storefronts differ; all appear to have been altered. The north and east elevations reveal concrete construction; three chimneys rise from the rear of the building. The building has recently been painted salmon with orange trim.

On the sidewalk in front of the inscription: “Commercial Hotel, C.W. Whitlock, Prop.” This concrete hotel, known as the Bay’s Hotel in 1928 replaced an earlier wooden hotel, the Commercial, which was destroyed by fire.

Section 17.65.040(A) of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for a request to alter any resource that is considered a historic landmark and/or listed on the National Register of Historic Places as a contributing resource. Since the subject property is classified as secondary significant contributing property by the National Park Service in the National Register of Historic Places McMinnville Downtown Historic District, the Certificate of Approval review is required. The property is also located in the Downtown Design Standards and Guidelines area defined in Section 17.59.020 of the McMinnville City Code. Any exterior alterations of the building are subject to the Downtown Design Standards and Guidelines contained in Chapter 17.59 of the McMinnville City Code.

The current location of the historic resource is identified below:

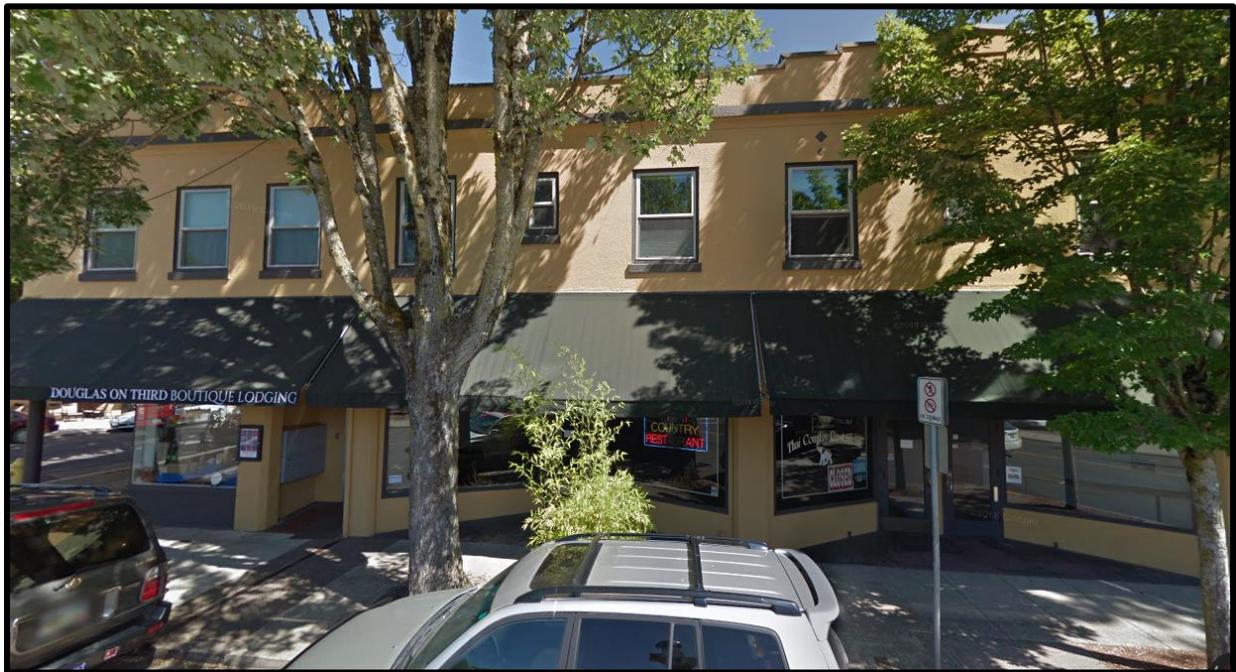


The west façade, facing Galloway Street, can be seen below:



The south façade, facing Third Street, can be seen below:





**Discussion:**

The applicant is requesting that the Historic Landmarks Committee approve a Certificate of Approval to allow for the alteration of the historic building, and also approve a Downtown Design Review application to ensure that the proposed alterations are consistent with the Downtown Design Standards and Guidelines.

The applicant is proposing to remove an existing concrete block wall on the two easternmost bays of the Third Street ground floor façade and construct in its place two sets of recessed storefront window systems and entries. More specifically, the applicant is proposing to complete the following work on the building:

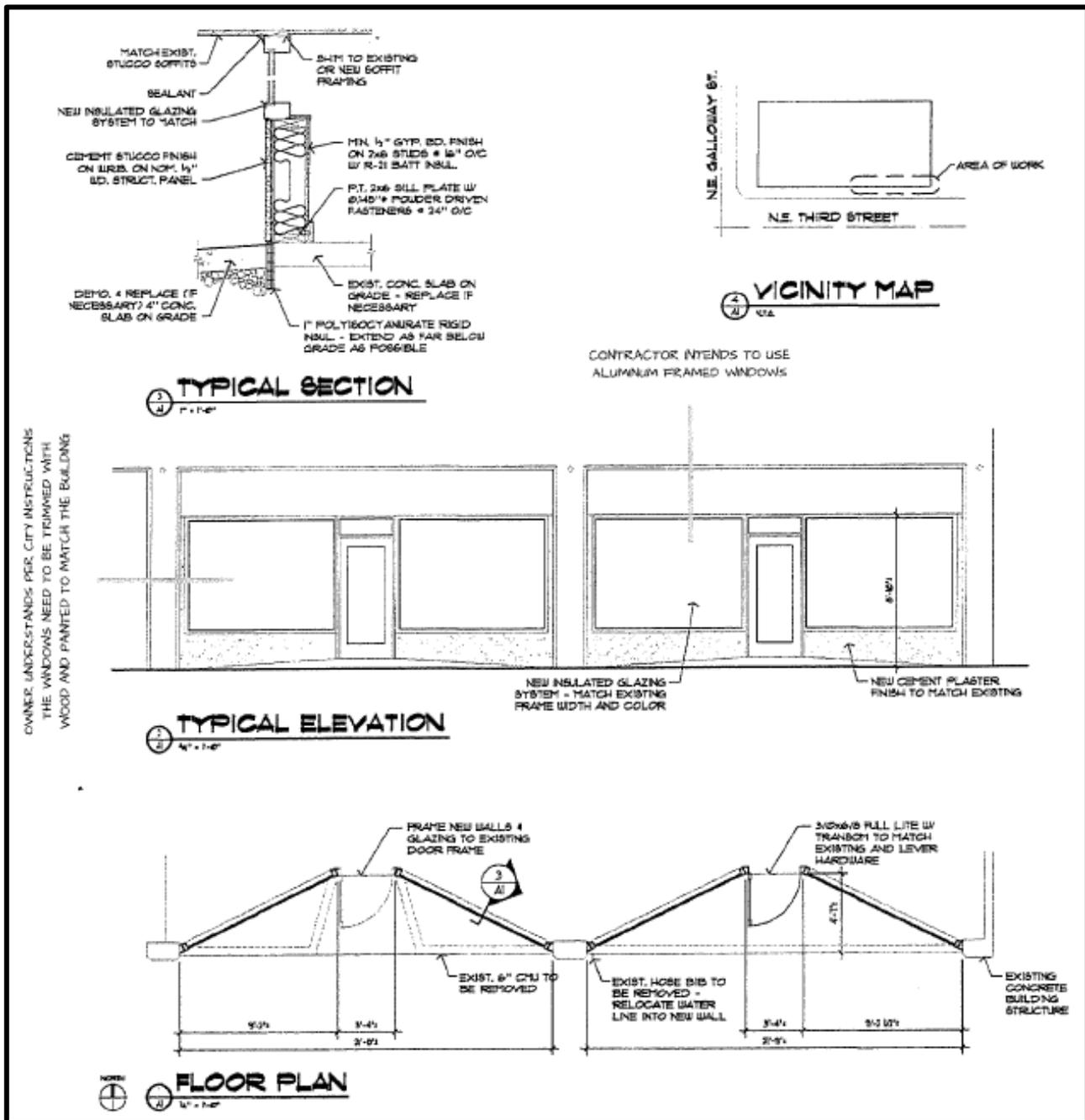
- Removal of the front façade concrete block wall that was constructed in the 1960's across a portion of the Douglas Hotel building.
- Rehabilitation of two storefront bays to include creation of inset storefront entries with angled windows and a centered front entry door for each storefront. The two sets of front entries are proposed to each be located between the vertical stuccoed cement clad columns that provide rhythmic spacing along the face of this building. An existing example of this building design is seen along the front of the western portion of the Thai Country Restaurant which currently occupies commercial space within the building.

The proposed design for the reconstructed storefront window systems and entries can be seen below:

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*



The applicant did not provide any historic photographs of the building or evidence that the proposed design is consistent with the historic and original design of the building from its construction in circa 1926. However, staff requested historical photographs of the building from the Yamhill County Historical Society, and did receive a historic photograph of the building. That photograph is dated 1927, and can be seen below:



A zoomed-in view of the storefront from the same 1927 photograph can be seen below:



The Historic Landmarks Committee's responsibility regarding this type of application is to hold a public meeting to review the request to alter the structure. Property owner notices were provided to owners of property within 300 feet of the subject site, consistent with Section 17.65.070 of the McMinnville City Code. This also satisfied the property owner notification requirements required for the Downtown Design Review application. During the public meeting, the Historic Landmarks Committee Chair will provide an opportunity for public testimony on the applications.

### **Certificate of Approval Review**

In reviewing a request for an alteration of a historic resource, the Historic Landmarks Committee must base its decision on the following criteria, as described in Section 17.65.060(B) of the McMinnville City Code. The applicant has provided thorough responses and findings for the applicable review criteria. Staff largely concurs with most of the findings provided by the applicant, and will defer to some of the findings provided in the application narrative. However, where staff feels there are additional issues to address, they will be discussed below.

The applicable review criteria are as follows:

- (1) The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;

The City's historic policies in the comprehensive plan focus on the establishment of the Historic Landmarks Committee, however, the goal related to historic preservation is as follows:

---

#### *Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

Goal III 2: To preserve and protect sites, structures, areas, and objects of historical, cultural, architectural, or archaeological significance to the City of McMinnville.

The purpose of the Historic Preservation chapter, in Section 17.65.010 of the McMinnville City Code, includes the following:

- (a) Stabilize and improve property values through restoration efforts;
- (b) Promote the education of local citizens on the benefits associated with an active historic preservation program;
- (c) Foster civic pride in the beauty and noble accomplishments of the past;
- (d) Protect and enhance the City's attractions for tourists and visitors; and
- (e) Strengthen the economy of the City.

The focus of the comprehensive plan goal and the purpose of the Historic Preservation chapter are to restore and preserve structures that have special historical or architectural significance. Overall, the intent of the proposal is to restore the existing historic building and restore the façade to a form that is more consistent with the historic use and character of the building, and would be more consistent with the type of development pattern allowed in the City's established Downtown Design Standards and Guidelines code. The proposed alterations would improve property values by creating usable commercial spaces, which would also strengthen the economy of the City by providing space for business in a location within the Downtown Historic District that is listed on the National Register of Historic Places.

(2) The following standards and guidelines:

- a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

The applicant has stated the following:

"As noted in the City's Statement of Historical Significance and Description of Property (B884), this concrete building, identified as the Douglas Hotel building, was originally known as the Eggleston Block and occupied by the Bay's Hotel when constructed in 1928 (or 1927 as implied on the US Department of the Interior - National Register of Historic Places Inventory – Nomination Form – Section 7, Pages 24 and 25 (Exhibit 2)) and had replaced an earlier wooden hotel, "The Commercial," which had been destroyed by fire. The property has been occupied by a variety of ground floor retail, professional and food service businesses over its history; most notably The Oakland-Pontiac agency, The Terminal Confectionery, As You Like It Café, Maloney's Barber Shop, and more recently Thai Country Restaurant and The Deluxe Billiard Parlor. The second floor of the building had been converted from hotel rooms to lower income apartments. Interestingly, a 1927 photograph of the Bay's Hotel (Exhibit 3) verifies that some 3/5ths of the building had originally been used for auto related businesses inclusive of a retail used car dealership.

A fairly recent internal remodel however has since converted the second floor spaces to overnight short-term rentals (similar to Third Street Flats) which is a use closer to the original design and intent of the second floor of the building. The currently occupied ground floor spaces continue to be food service and retail oriented. The intended use of the interior ground floor space behind the cement block wall that is proposed to be removed and the two storefront bays renovated will be similar to those found throughout the historic downtown; i.e., professional, retail and/or food

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

service uses which will provide employment opportunities once again to this portion of the building.”

The applicant goes on to state that:

“All of the proposed renovations to the exterior of the building are designed to bring this portion of the front façade back toward its earlier design and function. Almost all of the distinctive materials, features and spatial relationships of the eastern portion of the building’s ground floor front façade were removed in the 1960’s and replaced with the flat cement wall that exists today. The exterior front doorframe, door, transom window, the exterior walkway entry surface, the beltcourse, vertical columns and a portion of the soffit appear to be original to the building and are proposed to be retained as part of this renovation; should the exterior walkway entry surface not be restorable in its entirety, it will be reproduced to match the original material, color and texture found as the entranceway walkways to the other storefront entries along this façade. This exterior renovation will be complementary not only to the balance of the building’s front façade but also to the cultural fabric and architectural rhythm of this building and add to the array of rehabilitated and restored buildings within McMinnville’s Downtown Historic District.”

Staff largely concurs with the findings provided by the applicant. However, it should be noted that there is no documentation or photographic evidence that the south façade design existed prior to the photograph provided in the McMinnville Historic Resources Inventory, which was taken in 1983. It likely did exist prior to 1983, but the date that it was constructed cannot be verified. The applicant states later in the application narrative that the storefront design in the two bays to the west of the bays proposed to be rehabilitated date “potentially back to the mid 1940’s to mid 1950’s”. The applicant also contends that the four bays along the south façade were likely all converted to the angled storefront and recessed entry design at a similar time, and that the two easternmost bays were then later removed and covered by the concrete block wall that still exists on those two bays today. The evidence for that likely being the case is in the walkways in the recessed areas between the angled storefront windows. In the two angled storefront systems that still exist, red colored tinted concrete walkways lead to the recessed entry. The applicant has stated that the “remnant of the red-brick colored tinted concrete walkway leading into what eventually became the Deluxe” exists in those easternmost bays as well.

The original design of the ground floor storefront systems along the south façade of the building were much different when the building was originally constructed, as shown in the only other historic photo of the building provided (circa 1927). The applicant notes that “3/5ths of the building had originally been used for auto related businesses inclusive of a retail used car dealership”. While the uses were auto related, storefront window systems did still exist along the entire façade in a different configuration than exists on the western 3/5ths of the building today. These storefront systems appear to have been built out closer to the right-of-way line, and had varying configurations with varying sizes and depths of recessed entryways.

The applicant is not proposing to restore the ground floor façade to that design apparent in the 1927 photo due to this being the only form of documentation and due to the fact that other changes have also occurred on other existing bays along the ground floor façade. Instead, the applicant is proposing an alternative design that is compatible with the building, and that is consistent with the storefront design that has existed since at least 1983, and to the applicant’s estimation, potentially back to the mid 1940’s or 1950’s. This proposed compatible design is allowed through the Rehabilitation treatment described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings, which will be discussed in more detail below.

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

- b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

The applicant has stated the following:

“This criteria describes the need to avoid the replacement of intact or repairable historic materials or the alteration of existing historic features, spaces and spatial relationships. In this situation, the eastern portion of the building’s ground floor front façade had been largely removed and replaced with concrete blocks, a narrowed front entry and two small square windows mounted high in the ground floor façade astride the singular entry door at some time in the 1960s. While the original design, character and many storefront design elements are now missing, these applications propose to rehabilitate those storefronts to their previous design in order to bring the missing historic architectural detail and rhythm back to the east end of the building and to this portion of Third Street.

For this rehabilitation effort, the applicant is basing the proposed design on the photograph that is part of the City’s Statement of Historical Significance and Description of Property (B884) and on elements that can currently be seen along the building’s front façade today. The historic elements to be recreated include the reestablishment of two inset storefront entrance bays with centered doorways flanked by large storefront windows that sit atop bulkheads and under soffits to match that of the other storefronts along this façade. Entrance through the largely glazed, wood doors will be by way of red-brick colored pigmented concrete walkways leading to each entry door. This inset storefront design is common to and representative of the most of the building’s history (as will be described further below) and is fairly common of many storefronts within McMinnville’s historic downtown. The exterior wall surface will be finished in stuccoed concrete and painted to match the balance of the building’s exterior. The exterior trim and surrounds of the new windows and doors will match that found on the balance of the building’s exterior unless the Historic Landmarks Committee decides to require the window frames and door frames to be uniquely wrapped in wood and painted.”

Staff largely concurs with the findings provided by the applicant. However, staff would point out again that there is no documentation or photographic evidence that the front building façade design existed prior to the photograph provided in the McMinnville Historic Resources Inventory, which was taken in 1983. The only possible evidence that the proposed rehabilitation effort is bringing those storefronts back “to their previous design” as stated by the applicant is the descriptions of the concrete walkways that exist within the concrete block wall and may be evident of a past angled storefront system consistent with the bays to the west. Therefore, the replacement features and materials are proposed to be a design that satisfies the Rehabilitation treatment described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. This rehabilitation effort proposes a design that will be compatible with the historic building, and that design is based on other evidence that is available of the design of the storefront window systems that existed as early as 1983. The design evident in the 1983 photo of the building still exists on the remainder of the ground floor façade that is not subject to the alteration proposal, and the proposal is to match that design to create new storefront systems and recessed entryways that are compatible with the existing building and are consistent with the development pattern in the remainder of the Downtown Historic District. This will be discussed in more detail in the findings for the Secretary of the Interior’s Guidelines for Rehabilitation below.

The applicant is proposing to install aluminum framed windows, which will be discussed in more detail below in the findings for the criteria in Section 17.65.060(B)(2)(c) and Section 17.65.060(B)(2)(f).

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

- c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

The applicant has stated the following:

“As described in more detail above, the eastern portion of the building’s front façade has been heavily altered over time and that portion of the building’s earlier façade materials and features no longer exist. Therefore, the applicant is proposing to renovate the storefront two affected bays to replace the distinctive features and match the historic character of the building in design, color, texture, and materials as described.”

Staff agrees that the ground floor façade on the two bays proposed to be altered have been heavily altered over time, and that the existing features and materials are not historic. The rehabilitation of the two bays with two new storefront window systems with recessed entries is visually compatible with the historic building.

In terms of the specific materials proposed, the Historic Landmarks Committee must determine whether the proposed aluminum storefront windows are physically and visually compatible with the existing historic materials and features of the building. The applicant is proposing the aluminum windows in order for the bays to be consistent with the other aluminum storefront window systems that exist in the other bays on the ground floor of the building, and has also provided arguments for how aluminum storefront windows may have been in use during certain periods in the past. However, there is no evidence that the existing aluminum windows were historic materials that existed on the building during its initial period of construction, which is what led to the building being classified as a Secondary Significant Contributing resource in the Downtown Historic District. The dates of construction for buildings classified in the historic district as Secondary Significant Contributing resources was 1913-1937. The statement of historical significance and description of the property, as described in the nomination of the Downtown Historic District, states that most, if not all, other windows besides the aluminum framed storefront window systems were wood. These include windows that were described as follows: “second floor windows are one over one double-hung wood sash”; “a series of three fixed six-light wood frame windows... located at mezzanine level on the south façade”; “north of the cut away storefront is a bay containing three wood fixed six-light windows”; and “next bay to the north contains a wood frame plate glass window and door”.

The applicant acknowledges this in their application narrative, stating the following:

“While the nomination form requesting establishment of the local historic district noted wood-framed windows as a feature of this building, there is no mention of wood window surrounds or wood window frame material being used for the storefront windows. In the Douglas Hotel photo dated 1927, the window frame material is impossible to identify. While wood continued in common use as window frames and their surrounds during the time of construction of this building, steel, followed by aluminum, window frames and trim were also common, especially in commercial buildings, from the late 1800’s through the 1950’s. With no evidence to prove or demonstrate that the original storefront windows were framed with wood, we are requesting an approval that will allow the rehabilitated storefronts, and their windows and window frames, to match that found in the western portion of the building’s facade previously identified and described.”

The bays on the ground floor were already altered by the time of the nomination and survey in 1983, as the historic photo of the building from 1927 shows a different ground floor façade. Given that the remainder of the windows on the building were wood, it could be assumed that the storefronts were once wood as well.

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

The applicant has stated that they would be willing to apply wood trim to the exterior of the windows, if the Historic Landmarks Committee finds that to be necessary to achieve the applicable review criteria. If the Committee finds that the proposed aluminum storefront windows are not physically and visually compatible with the historic materials and features of the building, staff would suggest a condition of approval be included to require that either the storefront windows be wood framed, or that wood trim and sills be applied to the exterior of the internal aluminum framed windows.

There are some additional criteria and guidelines in the Secretary of the Interior's Guidelines for Rehabilitation applicable to replacement windows and entrances, which will be discussed in more detail below.

- d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

There are no changes to the areas of the building proposed to be altered that have acquired historic significance. The existing conditions of the bays proposed to be altered is a concrete block wall that is not consistent in design or materials with any documented previous condition of the building. Therefore, there are no distinctive materials, features, finishes, or construction techniques to preserve on the two bays in question. The proposal to rehabilitate the building by designing and creating a storefront that is compatible with the historic building is an appropriate level of intervention.

The applicant is proposing the following to ensure the replacement features will match the old in composition, design, color, and texture:

“the historic elements to be preserved by the rehabilitation of the two subject storefront bays include the reestablishment of two inset storefront entrance bays with centered doorways flanked by large storefront windows that sit atop bulkheads and under soffits to match that of the other storefronts along this façade. Entrance through the largely glazed, wood doors will be by way of red-brick colored pigmented concrete walkways leading to each entry door. [...]The exterior wall surface will be finished in stuccoed concrete and painted to match the balance of the building's exterior. The exterior trim and surrounds of the new windows and doors will match that found on the balance of the building's exterior unless the Historic Landmarks Committee decides to require the window frames and door frames to be uniquely wrapped in wood and painted.”

Overall, the proposed storefront design will be compatible with the historic building, and will continue a pattern of development that exists on the remainder of the building and is similar to the development pattern in the surrounding Downtown Historic District. The form and materials of the bulkheads, wood doors, and exterior stucco will match the existing building in composition, design, color, and texture. However, the Historic Landmarks Committee must determine whether the proposed aluminum framed storefront windows are compatible. If the aluminum storefront windows are not found to match the old historic features in composition (i.e. physical materials), staff would again suggest a condition of approval be included to require that either the storefront windows be wood framed, or that wood trim and sills be applied to the exterior of the internal aluminum framed windows.

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

This criteria is not applicable, as there are no chemical or physical treatments proposed.

- h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

The applicant has stated that they are not aware of any known archeological resources.

- i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

The applicant has argued that the proposed alterations can most closely be considered a “Rehabilitation” of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This document describes the rehabilitation of a historic building as follows:

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

The applicant has also provided findings for the Standards for Rehabilitation, which are included in the application narrative.

The Secretary of the Interior’s Standards for the Treatment of Historic Properties also includes in the Rehabilitation chapter a section on the “Design for the Replacement of Missing Historic Features”. This section was cited in the application narrative, and states the following (applicable language to this request is bolded):

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option. But **if the missing feature is important to the historic character of the building, its replacement is always recommended in the Rehabilitation guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to *design* a new feature that is compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features.** For properties that have changed over time, and where those changes have acquired significance, **reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building’s history.**

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

The only currently accessible evidence of the missing features of the two easternmost bays on the south façade is the 1927 photo of the building. This photos shows a storefront window system along the entire the south façade that is completely changed. It has been changed to two different storefront and recessed entries in the western bays, which still exist today, and completely removed and replaced in the two easternmost bays with the concrete block wall that also still exists today. Given that this is the only documentary evidence, and that other changes have occurred to the building, the applicant is proposing to follow the second option described in the Secretary of the Interior's Standards for the Treatment of Historic Properties language above. That option is to design a new feature that is compatible with the overall historic character of the building. The reestablishment of the storefront window system that existed in 1927 in only the two bays in question would not be consistent with the language in the Secretary of the Interior's Standards for the Treatment of Historic Properties, as those missing historic features likely did not coexist with the features that exist on the remainder of the building. Juxtaposing the 1927 storefront would result in a false sense of the building's history.

The new design for the two easternmost bays on the south façade is compatible with the overall historic character of the building. The design includes the installation of new storefront window systems with recessed entries, all placed within stucco bulkheads and soffits to match the primary exterior stucco material of the remainder of the historic building. This complete replacement is allowed through the Rehabilitation treatment, as the historic features in these two bays are completely missing. The storefront systems are placed in traditional areas, between the existing stucco pilasters that have historically separated the five bays along the south ground floor façade. More specifically, the applicant has described the design and its compatibility as follows:

“the historic elements to be preserved by the rehabilitation of the two subject storefront bays include the reestablishment of two inset storefront entrance bays with centered doorways flanked by large storefront windows that sit atop bulkheads and under soffits to match that of the other storefronts along this façade. Entrance through the largely glazed, wood doors will be by way of red-brick colored pigmented concrete walkways leading to each entry door. [...]The exterior wall surface will be finished in stuccoed concrete and painted to match the balance of the building's exterior. The exterior trim and surrounds of the new windows and doors will match that found on the balance of the building's exterior unless the Historic Landmarks Committee decides to require the window frames and door frames to be uniquely wrapped in wood and painted.”

Some of the applicable rehabilitation guidelines for historic buildings, and findings for the guidelines, are provided below:

Recommended Guideline: Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

As described in more detail above, the proposed design is compatible with the size, scale, material, and color of the building. The only potential discrepancy is in the window materials, which has been discussed in more detail above. The Historic Landmarks Committee must determine whether the aluminum storefront windows are compatible with the building.

Recommended Guideline: Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only with the historic entrance or porch to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

As described in more detail above, the proposed design is compatible with the size, scale, material, and color of the building.

Recommended Guideline: Identifying, retaining, and preserving storefronts and their functional and decorative features that are important in defining the overall historic character of the building. The storefront materials (including wood, masonry, metals, ceramic tile, clear glass, and pigmented structural glass) and the configuration of the storefront are significant, as are features, such as display windows, base panels, bulkheads, signs, doors, transoms, kick plates, corner posts, piers, and entablatures. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later, non-significant alterations can help reveal the historic character of the storefront.

Recommended Guideline: Retaining later, non-original features that have acquired significance over time.

Recommended Guideline: Designing and installing a new storefront when the historic storefront is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic storefront to be replaced coexisted with the features currently on the building. Or, it may be a new design that is comparable with the size, scale, material, and color of the historic building.

The ability to identify and retain historic storefronts in the easternmost two bays is not possible because the original storefronts are completely missing. The existing cement block wall is proposed to be removed, but nothing else exists from the historic storefronts that would be revealed to display any underlying character of the historic storefronts.

As described in more detail above, the proposed design is compatible with the size, scale, material, and color of the building. The only potential discrepancy is in the window materials, which has been discussed in more detail above. The Historic Landmarks Committee must determine whether the aluminum storefront windows are compatible with the building.

- (3) The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource's preservation or renovation;

The proposed alteration is reasonable, as the applicant intends to rehabilitate the existing building thereby providing continuity to the historic character of the surrounding Downtown Historic District. The current condition of the building, after the removal of the historic storefront window and entrance systems and construction of a cement block wall that is inconsistent with the historic character of the building, requires the façade to be reconstructed. The applicant has proposed to design a new storefront window system and recessed entries that are compatible with the historic character of the building, as described in more detail above. This reconstruction and rehabilitation to a design that is compatible with the character of the building will preserve the public interest in the preservation of the overall historic building.

- (4) The value and significance of the historic resource;

The historic resource is located within the Downtown Historic District that is listed on the National Register of Historic Places, and is classified as a Primary Significant Contributing property in the historic district. The overall the intent of the proposed alterations and work are on the rehabilitation of the ground floor south façade with a design that is compatible with the historical character of the building, which will thereby continue to preserve the value and significance of the historic resource.

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

## (5) The physical condition of the historic resource;

The existing building is overall in good physical condition. Much of the building form, massing, overall design, and exterior stucco building materials are still in place. There have been many alterations to the building from its original details and design in 1927. Some of these alterations are still in place and are compatible with the historic building, such as the existing angled storefront window systems and window patterns along the west façade and upper story. However, the alterations that have occurred on the two easternmost bays of the south façade, that being the cement block wall, are not consistent with any historic design of the building and are not compatible with the character of the building. The proposal is a rehabilitation of the ground floor south façade with a design that is compatible with the historical character of the building and the other design that exists along the south façade of the building, as described in more detail above. The only potential discrepancy is in the window materials, which has been discussed in more detail above. The Historic Landmarks Committee must determine whether the aluminum storefront windows are compatible with the building.

### Downtown Design Review

In reviewing a request for an alteration or new construction to a building or property in the downtown design area, the Historic Landmarks Committee must base its decision on the design standards and guidelines in Chapter 17.59 (Downtown Design Standards and Guidelines) of the McMinnville City Code, and also on the following review criteria:

- (1) The City's historic preservation policies set forth in the Comprehensive Plan;
- (2) If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2)

The application for Downtown Design Review w is consistent with both of those review criteria, as described above in the Certificate of Approval review.

The following design standards and guidelines in Chapter 17.59 are applicable to this request:

#### 17.59.050 Building and Site Design.

##### A. Building Setback.

1. Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.
2. Exceptions to the setback requirements may be granted to allow plazas, courtyards, dining space, or rear access for public pedestrian walkways.

The existing building is currently constructed with a zero setback from the property line and sidewalk, and the proposed design does not change that setback.

##### B. Building Design.

1. Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.

The proposed alterations will not change the buildings original massing or configuration. The configuration of the two story building will continue to be consistent with the historical design of the building. While no other two story buildings exist on the same bloc, the two story building massing is consistent with the primary development pattern in the surrounding Downtown Historic District.

---

#### Attachments:

Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18

2. Where buildings will exceed the historical sixty feet in width, the façade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

The existing building is approximately 120 feet in width along the south façade facing 3<sup>rd</sup> Street. The building has historically included five proportional bays on the south façade, each separated by a vertical stucco pilaster. These pilasters will be preserved, and the new storefront window systems proposed for the two easternmost bays on the south façade will be placed within the historic pilasters, thereby retaining a traditional pattern to the building façade.

3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include:
  - a. A belt course separating the upper stories from the first floor;
  - b. A bulkhead at the street level;
  - c. A minimum of seventy (70) percent glazing below the transom line of at least eight feet above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;
  - d. A recessed entry and transom with transparent door; and
  - e. Decorative cornice or cap at the roofline.

The proposed design meets the applicable storefront standards. Most of the features described in the storefront standards have existed on the building historically. Currently there is still a belt course and awning separating the ground floor from the upper story, a bulkhead at the street level in the bays that have storefront window systems, glazing including windows and doors at over 70 percent of the area below eight feet above the sidewalk, recessed entries, and a decorative cornice at the roofline. All of these existing features will remain. The new storefront window systems in the two easternmost bays on the south façade will incorporate the applicable storefront standards. A stucco bulkhead will be provided at the street level from the sidewalk up to the base of the storefront windows. The top of the storefront windows will be 8'10". After including the door as an opening, only the bulkheads along the base of the building will be non-glazing material. The entry will be recessed, with a mainly transparent door.

4. Orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

The proposed alterations will not change the roof lines of the original structure.

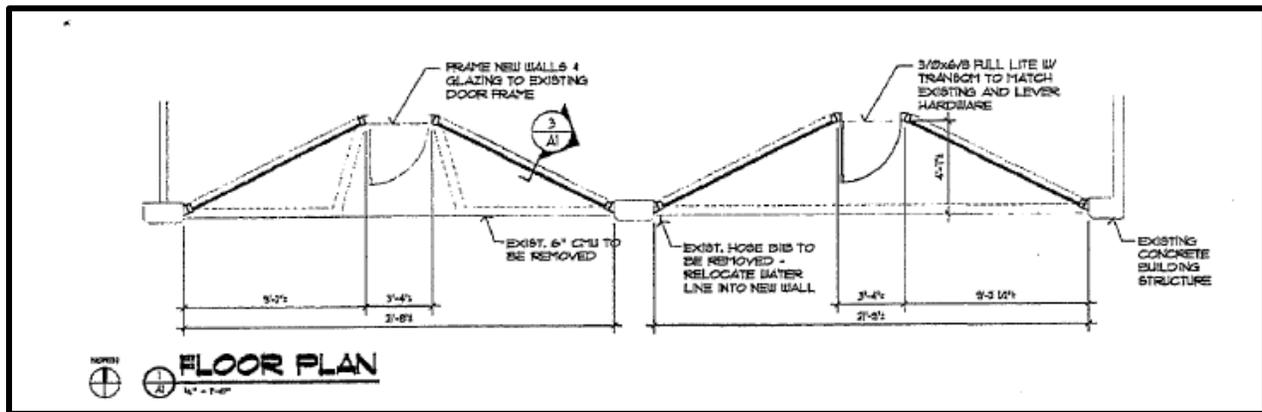
5. The primary entrance to a building shall open on to the public right-of-way and should be recessed.

The proposed design includes recessed entries, which open onto the public right-of-way. The floor plan of the recessed entries can be seen below:

---

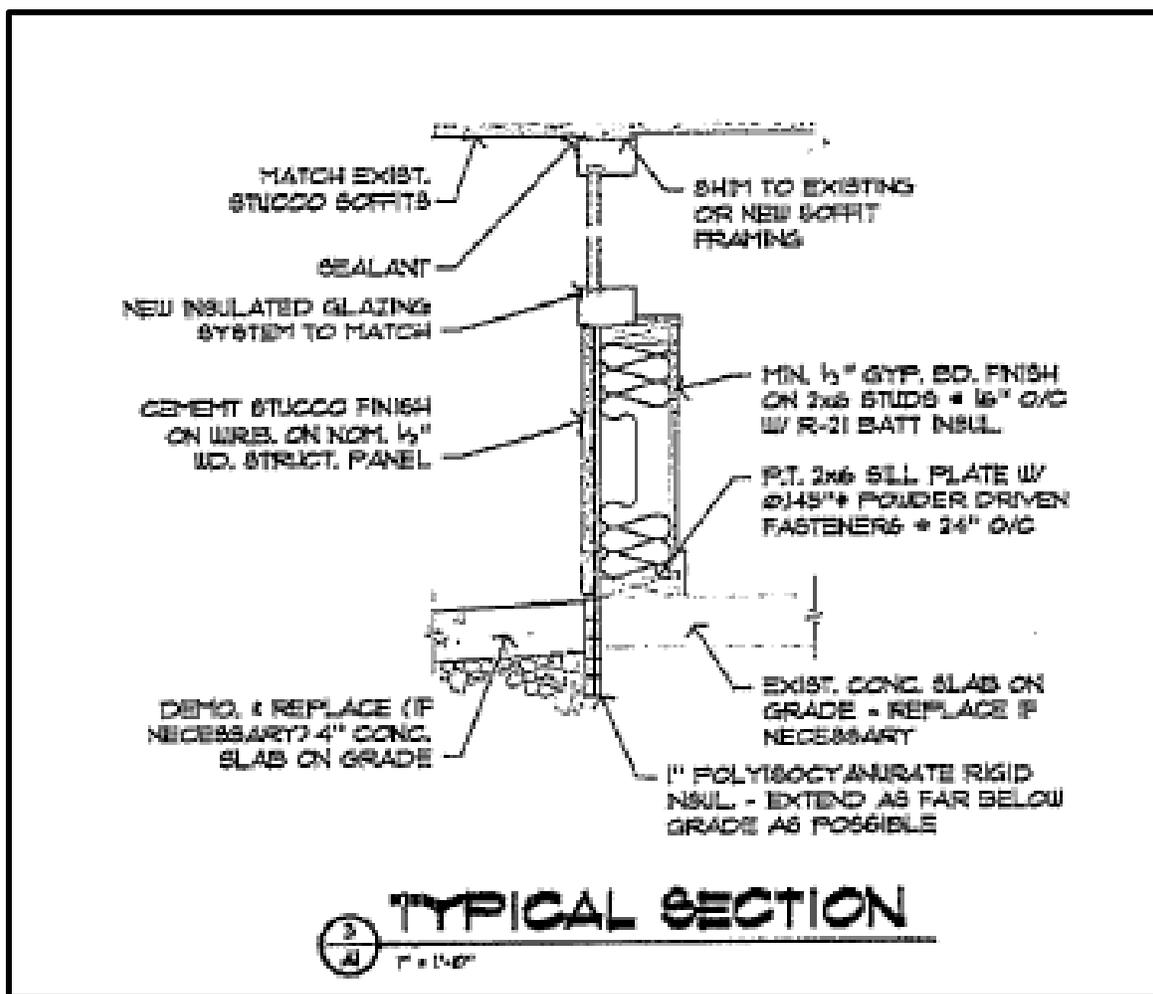
*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*



6. Windows shall be recessed and not flush or project from the surface of the outer wall. In addition, upper floor window orientation primarily shall be vertical.

The windows are proposed to be recessed by from the outer wall and above the bulkhead beneath the windows. The recessed windows are shown in the section below:



7. The scale and proportion of altered or added building elements, such as new windows or doors, shall be visually compatible with the original architectural character of the building.

The new design for the two easternmost bays on the south façade is compatible with the overall historic character of the building. The design includes the installation of new storefront window systems with recessed entries, all placed within stucco bulkheads and soffits to match the primary exterior stucco material of the remainder of the historic building. The storefront systems are placed in traditional areas, between the existing stucco pilasters that have historically separated the five bays along the south ground floor façade. Therefore, the added building elements are compatible in scale and proportion with the existing historic building.

8. Buildings shall provide a foundation or base, typically from ground floor to the lower windowsills.

The proposed design includes a stucco bulkhead that will form a base from the sidewalk to the bottom of the storefront window systems.

C. Building Materials.

1. Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

The proposed design includes the use of stucco on the portions of the new façade that will not be glazing. The windows are proposed to be aluminum framed windows and steel doors. Metal (such as aluminum and steel) is not listed as an allowable exterior building material. The Historic Landmarks Committee must determine whether the proposed aluminum storefront windows are permitted. If it is found that they are not, staff would suggest a condition of approval be included to require that either the storefront windows be wood framed, or that wood trim and sills be applied to the exterior of the internal aluminum framed windows.

2. The following materials are prohibited for use on visible surfaces (not applicable to residential structure):
  - a. Wood, vinyl, or aluminum siding;
  - b. Wood, asphalt, or fiberglass shingles;
  - c. Structural ribbed metal panels;
  - d. Corrugated metal panels;
  - e. Plywood sheathing, to include wood paneling such as T-111;
  - f. Plastic sheathing; and
  - g. Reflective or moderate to high grade tinted glass.

The applicant is not proposing to use any of the listed prohibited exterior building materials. Similar to the finding for the allowable exterior building materials, metal windows (such as aluminum and steel) are not listed as a prohibited exterior material. However, they are also not listed as allowed in Section 17.59.050(C)(1). Therefore, the Historic Landmarks Committee must determine whether the proposed aluminum storefront windows are permitted. If it is found that they are not, staff would suggest a condition of approval be included to require that either the storefront windows be wood framed, or that wood trim and sills be applied to the exterior of the internal aluminum framed windows.

3. Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the façade of the building are prohibited except as may be approved for building trim.

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

The applicant is proposing to paint the exterior stucco materials on the new portions of the façade the same colors as the existing building, which are a dull yellow color. The existing color is subtle and neutral, and is not any color that is specifically listed as prohibited.

17.59.070 Awnings.

- A. Awnings or similar pedestrian shelters shall be proportionate to the building and shall not obscure the building's architectural details. If transom windows exist, awning placement shall be above or over the transom windows where feasible.
- B. Awnings shall be placed between pilasters.
- C. Where feasible, awnings shall be placed at the same height as those on adjacent buildings in order to maintain a consistent horizontal rhythm along the street front.
- D. Awnings should be constructed of soft canvas, fabric, or matte finished vinyl. The use of wood, metal or plastic awnings is prohibited.
- E. Awnings may be indirectly illuminated; internal illumination of awnings is prohibited.
- F. Awning colors shall be of a low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the awning are prohibited.

The proposal does not include modification of the existing soft canvas awnings which already extend consistently along the full front façade of the building.

17.59.080 Signs.

- A. The use of flush-mounted signs, flag-mounted signs, window signs, and icon signs are encouraged. Sign materials shall be compatible with materials used in the building.
- B. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.
- C. Wall signs shall be placed in traditional locations in order to fit within architectural features, such as: above transoms; on cornice fascia boards; or, below cornices. Wall signs shall not exceed the height of the building cornice.
- D. For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.
- E. The use of the following are prohibited in the downtown area:
  1. Internally-lit signs;
  2. Flashing signs
  3. Pedestal signs and pole-mounted signs;
  4. Portable trailer signs;
  5. Cabinet-type plastic signs;
  6. Billboards of all types and sizes;
  7. Historically incompatible canopies, awnings, and signs;
  8. Signs that move by mechanical, electrical, kinetic or other means; and,
  9. Inflatable signs, including balloons and blimps. (Ord. 4797 §1, 2003).

This application does not include a proposal for any signage of any type. A condition of approval is included that any future signage proposal shall be submitted to the Planning Department for review and approval by the Planning Director or Historic Landmarks Committee, depending on whether the signage constitutes a major or minor alteration to the site, prior to installation. It shall be the Planning Director's decision as to whether the signage proposed is a major or minor alteration.

**Fiscal Impact:**

None.

Attachments:

Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18

**Committee Options:**

- 1) **APPROVE** the application, providing findings of fact for the required demolition review criteria.
- 2) **APPROVE** the application **WITH CONDITIONS**, providing findings of fact for the required demolition review criteria.
- 3) **DENY** the application, providing findings of fact for the denial in the motion to deny.
- 4) **CONTINUE** the application to a future Historic Landmarks Committee to allow for more information to be provided by the applicant. If continued, the continuation must be date specific.

**Recommendation/Suggested Motion:**

Overall, staff believes that the proposal satisfies the applicable Historic Preservation review criteria for an alteration and the Downtown Design Standards and Guidelines. The proposed alterations are compatible with the existing historic building, and have been shown to meet the Secretary of the Interior's Standards for the Treatment of Historic Properties by utilizing the standards and guidelines of the Rehabilitation treatment.

The one item that must be addressed by the Historic Landmarks Committee is the building materials proposed for the storefront window system. Specifically, the applicant is proposing to install aluminum framed windows. The Historic Landmarks Committee must determine whether the aluminum windows are physically and visually compatible with the historic building (per Section 17.65.060(B)(2)(c)) and whether the aluminum storefront windows match the old historic features in composition (i.e. physical materials (per Section 17.65.060(B)(2)(f)). Also, the Historic Landmarks Committee must determine whether aluminum windows are an allowable exterior building material in the Downtown Design Standards and Guidelines (per Section 17.59.050(C)).

The applicant has argued that the aluminum storefront windows were already in place and described on the Historic Resources Inventory and Downtown Historic District nomination forms, that the proposed aluminum storefront windows are more consistent with the other existing aluminum storefront windows in the other bays on the building, and that aluminum storefront windows were commonly used in the commercial buildings in the decades following the original construction of the building. The applicant has also noted other buildings within the Downtown Historic District where similar aluminum window systems exist.

The Historic Landmarks Committee could either concur with the applicant's arguments in support of the use of aluminum windows, or make findings that the aluminum windows are not compatible with the historic building and do not match the composition of the historic features and materials of the building. Staff would point out that the Historic Resources Inventory and Downtown Historic District nomination forms point out that most, if not all, of the other windows on the building at the time were wood. Clearly there were alterations over time that replaced the original storefront window systems with the aluminum windows that exist today, and it is not possible to know what the original materials were. The remainder of the building is stucco, and wood windows are a typical material used in conjunction with stucco buildings, and there are examples of those types of materials in use together on other buildings in the Downtown Historic District. Also, the allowable exterior building materials in the Downtown Design Standards and Guidelines chapter do not specifically list metal, aluminum, or steel as a permitted exterior building material.

---

**Attachments:**

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

Should the Historic Landmarks Committee find that the aluminum windows are not compatible with the historic building or with the Downtown Design Standards and Guidelines, staff would recommend that a condition of approval be included to address the window materials.

Staff recommends that the Historic Landmarks Committee approve the Certificate of Approval for Alteration application (HL 5-18) with the following condition of approval:

1. That the storefront windows be wood framed windows, or that wood trim and sills be applied to the exterior of the internal aluminum framed windows.
2. That the applicant shall submit building permit applications prior to completing any work, and that the construction plans submitted with the building permit applications shall be consistent with the exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee, and consistent with all applicable conditions of approval.

Staff also recommends that the Historic Landmarks Committee approve the Design Review application (DDR 4-18) with the following conditions of approval:

1. That the storefront windows be wood framed windows, or that wood trim and sills be applied to the exterior of the internal aluminum framed windows.
2. That the applicant shall submit building permit applications prior to completing any work, and that the construction plans submitted with the building permit applications shall be consistent with the exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee, and consistent with all applicable conditions of approval.
3. Any future signage proposal shall be submitted to the Planning Department for review and approval by the Planning Director or Historic Landmarks Committee, depending on whether the signage constitutes a major or minor alteration to the site, prior to installation. It shall be the Planning Director's decision as to whether the signage proposed is a major or minor alteration.

**Suggested Motion:**

Staff also suggests that the Historic Landmarks Committee make the following motion to approve the Certificate of Approval for Alteration application:

**THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVES THE CERTIFICATE OF APPROVAL TO ALLOW THE ALTERATION OF THE HISTORIC BUILDING AT 711 NE 3<sup>RD</sup> STREET WITH THE CONDITIONS RECOMMENDED BY STAFF.**

Staff also suggests that the Historic Landmarks Committee make the following motion to approve the Downtown Design Review application:

**THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE THE EXTERIOR ALTERATIONS AND DESIGN WAIVERS FOR THE HISTORIC BUILDING AT 711 NE 3<sup>RD</sup> STREET WITH THE CONDITIONS RECOMMENDED BY STAFF.**

---

*Attachments:*

*Certificate of Approval (HL 5-18) and Downtown Design Review (DDR 4-18) Applications  
Decision Documents for Application HL 5-18 and Application DDR 4-18*

CD:sjs